



1st East Ryde Scout Group Group Committee Position Description

Job Title

Event Coordinator

Note: this role does not need to be all encompassing for the Group, it can be Event Specific with a number of people sharing this role across the Group. I.e Car Boot Sale Coordinator, Xmas Trees Coordinator

Purpose:

Leads the Group in social/fundraising activities to meet the group objectives/target for each year

Responsibilities & Duties:

- Coordinate fundraising events for the group including volunteer management, communication and logistics for each event
- Obtain fundraising certificate and report on fundraising events to Region office
- Encourage families and motivate others to volunteer at Group Fundraising events
- Promote social events to all sections of the group in conjunction with the Group Leader and Section Leaders
- Establish and maintain relationships with preferred suppliers
- Coordinate purchases and outgoings for Group Fundraising events
- Seek donations and support from local businesses
- Coordinate media, social media and advertising with regard to fundraising and group events
- Work with Ryde Council in promoting our Scout Group and relevant events
- Report at each Committee meeting on the social/fundraising activities of the Group
- Preparation of event summary for each event

Desired Experience/Skills:

- Organised and methodical
- Strong communication skills
- Ability to motivate others
- Tech savvy and familiarity with technology used for group events including Sign-Up Zone, Trybooking, Facebook & Google forms would be helpful but not necessary

Code of Conduct

Each member of the executive of the Group Committee should make the following commitment:

- attend meetings regularly – send apologies where not available
- understand the job assignment of the Committee and the role undertaken
- interpret the committee function to others and welcome new members
- participate in the deliberations and assist in making Committee decisions with preparedness, objectivity and humility
- assume responsibility for work assignments (where appropriate) of the Committee.
- listen and seek to understand and utilise the ideas of others within the group

However, it cannot be stressed enough that a successful Group requires teamwork, with all families contributing. The executive members lead and coordinate; they should not be left to do the job by themselves — many hands make light work.